

The Service Beacon

A monthly publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

May 1999
Volume 2, Number 12

bea-con *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

Realignments in Office of Management

by Ron Hicks
Deputy Administrator,
Office of Management
Telephone: 202-720-4425

On April 12, the Office of Management's (OM) Labor Management Relations Staff and the Employee Relations Branch, Human Resources Division were joined as the Labor and Employee Relations Division. This new organization will report directly to me with Bill Dailey as the Acting Director.

In another reorganization, the FSIS Emergency Programs Staff is being transferred from Field Operations to OM. The staff primarily administers programs for the Department of Agriculture involving the Federal Radiological Emergency Response Program for commercial nuclear power plants, the Chemical Stockpile Emergency Preparedness Program, and food safety issues regarding weapons of mass destruction. This function will be combined with OM's Planning Staff, and Charles Danner will serve as director of these combined staffs.

These realignments should increase operational efficiency and provide

for better service and support within FSIS and the Department.

Consolidation of OM Newsletters

In this issue of the *Service Beacon*, we are introducing Human Resources as a new topical area. As you may have read in the April edition of Human Resources Division's Express newsletter, the Office of Management (OM) is consolidating newsletters to provide a single source of news and information from OM. We will provide details about this transition in the June's edition of the OM consolidated newsletter.

Service Beacon Reader Survey Results

by Victor Randecker
Administrative Services Division
Telephone: 301-504-4245

In last month's edition of *the Service Beacon*, we provided you with the opportunity to give us feedback on the performance of this newsletter over the past two years. I want to extend my thanks to those readers who took the time to complete the survey, which should enable us to improve OM's communication with the rest of FSIS. We have received almost 400 responses to the survey, most of which were supportive or complimentary of the newsletter's performance to date. A summary of the results follows:

Question 1 of the survey asked the reader to rate the various topical areas that the *Beacon* covers. Over 50 percent of our respondents find that the Supplies, Travel, and Occupational Safety and Health sections of the newsletter were most relevant to their job. Further, no topical area was found by the majority of our readers to be not relevant to their job.

Question 2 of the survey asked about the length of the articles in the *Beacon*. Almost 90 percent judged them to be of the appropriate length. Several commenters suggested that the complexity and nature of the subject material should determine article length, which is a philosophy we have always tried to follow.

Over 92 percent of the respondents find that overall the *Service Beacon* is useful for their job. We have received many comments that support this statistic. We also asked readers if they regularly receive the *Beacon* to assess our current distribution system. Less than 5 percent indicate that they do not receive the newsletter on a regular basis. We are currently taking steps to update the Agency's mailing address database to correct this problem.

As you may know, electronic distribution of information is becoming more widely acceptable, especially with the implementation of FAIM. In question 5, readers

were asked to indicate if they would be willing to receive the *Beacon* in electronic format. While 63 percent responded that they would, several requested that paper distribution continue.

We have found that *the Service Beacon* Reader Survey was a useful exercise to assess the effectiveness of the newsletter, and hopefully you will find that future improvements accurately reflect your feedback.

HUMAN RESOURCES

Performance Management Workgroup Update

by Linda James

Human Resources Division
Telephone: 202-720-7983

Over a year ago, FSIS formed the Performance Management Workgroup (PMWG) to assess the Agency's current performance appraisal system. The workgroup identified accountability in implementing and managing the performance appraisal system as an area that needed improvement. The workgroup made a number of recommendations to address this issue. One of the recommendations was a memorandum from the Administrator to his Deputy Administrators conveying his expectations for compliance to the Agency's Performance Plan. Attachment 1 to this edition of the *Beacon* is a copy of Mr. Billy's memo.

FEGLI Open Season

by Tom Haley

Human Resources Division
Telephone: 612-370-2000

The FEGLI Open Season began on April 24 and officially runs until June 30. We have experienced some major delivery delays in materials that must, by law, be mailed to you.

We are, therefore, officially extending the Open Season period until July 31, 1999. Make your decision as soon as you can and mail it to your appropriate Human Resource Servicing Office (HRSO) as shown in the FSIS Notice.

If you have any questions, please contact the appropriate HRSO.

Leave Without Pay (LWOP) Reminder

by Employment Section (Field)

Telephone: 612-370-2000

Classification and Compensation Branch (Headquarters)

Telephone: 202-720-6287

Human Resources Division

Employees considering the use of Leave Without Pay (LWOP) should carefully review FSIS Directive 4630.2, Part Four, for specific guidance. LWOP must be requested and approved before an employee may be placed in this temporary non-pay status. Since the level of approval required varies with the length of the LWOP period requested, a written request should be forwarded well in advance of the requested effective date to allow movement of the request through supervisory and administrative channels. If the LWOP request is due to medical complications, supporting medical documentation should be submitted with the request.

Progress Review (A-L) Bargaining Unit Employees)

by Classification, Performance and Recognition Section

Human Resources Division

Telephone: 612-370-2000

According to the Collective Bargaining Agreement, Article XXI, Section B, periodic reviews between a bargaining unit employee and the rating supervisor shall take place every 4 months during the appraisal period. One of these reviews shall also coincide with the discussion of

the annual performance rating. Therefore, for A-L employees, grades 1-12, the first four month review must be completed by July 1.

In conducting these reviews, refer to the progress review checklist in any User's Guide for specific points to cover in the discussion with the employee. Employee and supervisor should initial and date block 16 of FSIS Form 4430-5 to certify completion of the progress review discussion.

New NFC Employee Personal Page

by Employment Section (Field)

Telephone: 612-370-2000

Employment Services and Policy Branch (Headquarters)

Telephone: 202-720-6617

Human Resources Division

Beginning in May 1999, USDA employees with access to the internet will be able to view some of their own payroll, travel, and insurance data through a National Finance Center (NFC) web site. NFC calls this the Employee Personal Page.

To access the information, you will need a personal identification number (PIN), which you must request via the internet the first time you access the Employee Personal Page, and a web browser that supports 128-bit Secure Socket Layer (SSL) encryption (United States version). Standard web browsers usually support only 40-bit SSL encryption, but most software developers, i.e., Microsoft, Netscape, etc., have upgrades that can be downloaded from the companies' web sites.

A sample personal page is currently available at the NFC home page (<http://www.nfc.usda.gov>). Also on the homepage, there are answers to frequently asked questions about Employee Personal Page and information about what is needed to

access it. Employees will be receiving an Employee Personal Page brochure (Form AD-1129) along with the Pay Period 10 Form AD-334, Statement of Earnings and Leave.

Completing Applications

When applying for promotion to another FSIS job, you must submit a complete application, which includes a thorough response to all job elements in order to assure that you are considered for a vacant position. Also, it is the employee's responsibility to submit the most current performance appraisal with applications for promotion. The Promotion File Office acknowledges receipt of applications and lets applicants know the status of their application through the selection process by sending out a letter.

Federal Income Tax Withholding - W-4

Now that you have finished filing your tax returns, do you want to change the number of exemptions? Is it too much federal tax being withheld or not enough? Before you decide to submit a new W-4, check your earnings statement for what is currently being withheld from your salary check.

The only employees who are required to file a new W-4 are those that claim exempt from Federal tax withholding. Those employees (usually from Puerto Rico) must file a new W-4 at the beginning of the year or the National Finance Center will change the Federal tax withholding to S00, single with 0 exemptions.

IRS regulations can be very complicated, so you may wish to refer to IRS publications and worksheets which may be obtained at www.irs.gov or by calling toll free 1-800-829-3676. If you decide to make a change, a W-4 may be

submitted directly to your Servicing Personnel Office at any time.

April Retirements

by Phyllis Krull
Human Resources Division
Telephone: 612-370-2000

John R. Abraham, FIPP, Medina, OH, 04/03/99, 28 Years
Evan Lamont Backman, FI(S), Dakota City, NE, 04/30/99, 17 Years
Samuel P. Bevak, FI, Punxsutawney, PA, 04/02/99, 29 Years
Robert F. Dancy, FI, Wilkesboro, NC, 04/30/99, 33 Years
Norman C. Erickson, FIPP, Sioux Falls, SD, 04/10/99, 31 Years
Helen D. Fannin, FI(S), Palestine, TX, 04/30/99, 8 Years
Ralph F. George, FI, New Market, VA, 04/30/99, 14 Years
James D. Hill, FI, New Haven, Ct, 04/03/99, 36 Years
Ira E. McQueen, FIPP, Charlotte, NC, 04/03/99, 42 Years
Gerald T. Minton, FI, Wilkesboro, NC, 04/30/99, 30 Years
George A. Oleen, FI, Pine Plains, NY, 04/30/99, 33 Years
Harold B. Rinker, SVMO, Springdale, AR, 04/24/99, 6 Years
Richard J. Ritchey, FI(S), FT. Smith, AR, 04/30/99, 10 Years
Marth A. Sapp, FI, Claxton, GA, 04/10/99, 19 Years
Kenneth J. Sims, FI(S), Austin, MN, 04/02/99, 30 Years
Waymon C. Smith, FIPP, Clinton, KY, 04/30/99, 26 Years
Evelyn J. Walden, FI (S), Guntersville, AL, 04/03/99, 25 Years
Janice C. Wright, SUPV. PERS. ASSIST., Minneapolis, MN, 04/30/99, 23 Years

SUPPLIES

Dust Masks

by Pete Bridgeman
Administrative Services Division
Telephone: 301-504-4222

The disposable dust masks that have been available from Landover (Item # FSIS-45), will no longer be available for ordering through normal supply channels. If you need the dust masks, please contact your Safety Specialist or Laurie Segna at 301-504-4249.

Editor's Note: See the "Respiratory Protection" article in the Occupational Safety and Health section of this edition of the Service Beacon for more information on this issue.

Virgin Paper No Longer Available

Item Number 4324, Paper, White, 8 1/2 x 11", for jet printers, 500 sheets/ream, is no longer available from Landover. We are now required by the General Services Administration to use only recycled paper. Item Number 1009, PAPER, White, 8 1/2 x 11", Recycled, for jet printers, 500 sheets/ream. This requirement represents another opportunity for us all to play our part in helping the environment. Many of our customers have already been ordering the recycled paper all along, and we have received no complaints regarding the quality of this paper.

Plastic Tanker Seals Are Now Available From Landover

At the suggestion of Ms. Myrtis Richmond, Food Inspector in Norco, CA, we investigated the use of plastic tanker seals to officially seal transport tankers (bulk liquid) and/or other containers for shipment of egg products. Plastic Seals eliminate the risk of personal injury associated

with the sharp edges of metal seals currently in use.

The plastic Tanker Seal we selected is red in color, identified by a serial number and "USDA - EPI", and is slightly smaller in dimension in comparison to the current metal seal. In some cases, it may be necessary to connect several seals together. We are sending an initial quantity of 100 tanker seals to the Inspector In Charge of each Egg Products facility under USDA inspection. If you need additional seals to replace existing metal seals, these may be ordered from Landover under the same order number previously used for the metal seals, FSIS-EPI-01. The unit of issue is HD (100).

Upon receipt of the plastic Tanker Seals, please ensure that measures are employed to destroy the metal seals, (i.e., cut into pieces, the globe or flat head of each seal is rendered non-functional, etc.), and to document your files accordingly.

Super Disk Now Available

The Super Disks referred to in last month's Service Beacon article titled "Super Disk", are now available in Landover. The Item Number is 5105 and the Unit of Issue is EA (each). As a reminder, these require a 120 MB Drive, which are only standard on the FAIM computers distributed during FY 1999. *These disks cannot be used in any other drives.* Each Super Disk holds as much data as 83 regular diskettes. All new FAIM computers (FY 99 and beyond) come with an initial supply of 3 Super Disks.

Supply Catalog to Include Pictures

We've had a number of requests over the last couple of years to include pictures of Supply and Specialty Items in our catalog, to

help eliminate the confusion that is inevitable with some of the item descriptions. Up until now, this has been cost-prohibitive. However, we're now in the process of developing the 1999 Landover Field Supply Catalog, and thanks to digital technology, we're going to be able to include some pictures of items in the catalog without incurring additional printing costs. It will take a little bit longer to put the catalog together than originally planned, but we hope you'll find the end product a lot more useful and easy to follow. As the old Chinese proverb goes, "A picture is worth a thousand words." We are now "shooting" for late June completion of the catalog, with distribution occurring early in July. We will keep you posted on "developments" of the new picture catalog. In the meantime, Attachment 2 is a comprehensive listing of items that have been added, deleted or changed since the previous edition of the Field Supply Catalog (April 1998 Edition, FSIS-CAT-001). Please review this listing and either file it with your supply catalog, and/or make any pen and ink changes necessary.

TRAVEL

Post-Payment Audit of Travel Documents

by: *Barbara McNiff*
Budget Division
Telephone: 202-720-3016

The Fiscal Services Branch (FSB), Budget Division recently received a notice from the National Finance Center (NFC) advising us that they have never received responses to over 256 requests for travel vouchers which were selected for audit. Some of these requests went back to 1997. Payroll deductions were scheduled for the employees on this list. In order to prevent this, the FSB requested a listing of the outstanding vouchers and forwarded

it to the Financial Processing Center (FPC). The FPC has agreed to retrieve the requested vouchers for field employees and forward them directly to NFC. The FSB will contact the offices of the Headquarter's employees and advise them to send their vouchers directly to NFC. This was a time consuming process, and one that we may not be able to repeat in the future.

NFC has just issued another bulletin, Bulletin 99-1, Post Payment Audit of Travel Documentation. In this bulletin NFC requests that vouchers be submitted to NFC within 30 days of receipt of an audit notice. This is to remind all field employees that all notices for travel vouchers audits should be sent directly to the FPC. This applies to audit notices for vouchers of employees who are no longer in your district. Regardless of where the employee is currently located, the FPC will have the voucher on file and will be able to respond to NFC's request. Headquarters employees should send their vouchers directly the NFC.

Relocation Income Tax (RIT) Payments

NFC has received the tax tables from the IRS and will begin processing RIT claims very shortly. This is a reminder that any employee who received a relocation reimbursement in CY 1998 must file a RIT claim in CY 1999. *Employees who fail to file a claim will have the amount s paid for their Relocation Income Tax Allowance deducted from the payroll checks.*

The forms for the RIT claim can be obtained by calling or faxing the Fiscal Services Branch.

OCCUPATIONAL SAFETY AND HEALTH**Better Hearing and Speech:
May 1999***by Tom Wright**Administrative Services Division**Telephone: 301-504-4246*

May is Better Hearing and Speech Month. Did you know you could have a hearing loss, even though you deny it? Many Americans do. More than half the people older than 65 have impaired hearing, but hearing loss can happen to anyone, of any age.

Do you have to ask people to repeat what they say before you can understand them? Do you often turn your head toward a sound to hear it better? Do you hear better when you're looking directly at the speaker? Do you find it hard to follow conversation when you're in a group of people? These are signs of hearing loss.

Some 10 million persons are affected by noise induced hearing loss. More than 30 million workers are exposed to hazardous noise levels that could result in hearing loss. Noise induced occupational hearing loss is the most common occupational disease and the second most self-reported occupational illness or injury. There is no cure for permanent hearing loss caused by noise.

If you are exposed to workplace noise at or exceeding an 8-hour time-weighted average of 85 decibels, wear hearing protection and obtain an annual audiogram. The annual hearing test can detect hearing loss. Hearing protection devices and the audiogram will be provided at no cost to you.

Respiratory Protection*by Laurie Segna**Administrative Services Division**Telephone: 301-504-4249*

The primary method for reducing exposures to hazardous air contaminants is through the use of engineering controls such as ventilation and containment. However, when engineering controls are not feasible or do not fully control a hazardous condition, respiratory protection may be used to protect employees. In order to ensure that adequate protection is provided, the hazard for which the respirator is to be used must be identified; the correct respirator must be selected; and the employee must be trained in its proper use.

In 1998, the Occupational Safety and Health Administration (OSHA) revised their Respiratory Protection Standard (29 CFR 1910.134). These revisions included a clarification of the requirements for the use of dust masks and new requirements for respirators that are worn for relief or comfort from non-hazardous levels of contaminants, odors or dusts. Hazardous levels of air contaminants are those that exceed the Permissible Exposure Limits (PELs) specified in the OSHA standards. Dust masks are any type of disposable mask where the entire facepiece acts as a filter.

The Environmental, Health and Safety Branch (EHSB) is in the process of reviewing all respirator usage within the Agency and is developing a Respiratory Protection Program which addresses the new requirements of the standard. In order to ensure that employees whose jobs involve the use of a respirator, receive the proper respirator, hazard information and training, all respirators must be ordered through the EHSB. This is a change in the current policy. However, it will enable us to be in compliance with the OSHA

Respiratory Protection Standard and provide employees with the correct respirator. For more information contact your Field Safety and Occupational Health Specialist or me.

Editor's Note: See "Dust Masks" article in the Supplies section of this edition of the Service Beacon for more information on this issue.

Buckle Up America! Week—May 24 – 31, 1999*by G. Ray Koblay**Administrative Services Division**Telephone: 404-562-5961*

Every 14 seconds someone is injured in a traffic crash and every 14 minutes someone is killed. Personal pain – a child's grief from losing a parent – or serious injury to a family member cannot easily be measured. But costs can be measured and motor vehicle crashes cost America over \$150 billion a year – that's an average of \$580.00 per person. Over 40,000 people die each year in crashes and over one third of the population doesn't buckle up.

Traffic crashes are the leading cause of on-the-job fatalities of FSIS employees. Most of these employees would have lived if they had been using their seat belt. In accordance with Executive Order 13043 signed on April 16, 1997, each Federal employee occupying any seating position of a motor vehicle on official business, shall have the seat belt properly fastened at all times when the vehicle is in motion.

The cost of unbuckled drivers and passengers goes far beyond those killed and the loss to their families. We all pay in higher taxes, higher health care, higher insurance costs, and higher Federal Employees' Compensation Act costs. On average, inpatient hospital care costs for unbuckled crash victims

are 50 percent higher than for those who are belted and society bears 85 percent of those costs, not the individuals involved.

Seat belts should be worn right. Wear your seat belt snug, with the lap belt across your hips. The shoulder belt should go across your chest, not your neck. Never put a shoulder belt behind your back. In a crash, when people wear seat belts, medical costs are reduced because injuries are reduced. When lap/shoulder belts are used, the risk of death to front seat passengers is reduced by 40%.

Buckle Up America! Week was initiated to stop this growing threat to American society. Every person and every family has a role to play – by buckling up – every time, on every trip. Everybody has a role to play. The goal is to increase national seat belt usage to 90 percent by the year 2005, preventing more than 5,500 deaths and 132,000 injuries and saving \$8.8 billion annually. This national health promotion is always observed during the week that Memorial Day falls. Let's start the summer vacation period off right by using our seat belts.

INTERNAL CONTROLS

Management Controls: An Overview

by Janice Carpenter
Internal Controls Staff
Telephone: 202-720-5959

One of the primary functions of the Internal Control Staff is to serve as the Agency Internal Control Officer under the Federal Manager's Financial Integrity Act (FMFIA). The Internal Control Staff assists program managers in carrying out their management control responsibilities, and to independently and objectively

assess the effectiveness of the Agency's management controls. Management controls are the organizational policies, procedures and systems that are put in place and used to reasonably ensure that:

- Programs achieve their intended results.
- Resources are used consistent with Agency and departmental missions.
- Programs and resources are protected from waste, fraud, and mismanagement.
- Laws and regulations are followed.
- Reliable and timely information is obtained, maintained, reported, and used for decisionmaking.

The Agency's approach to assessing management controls is to examine crosscutting issues such as financial management, travel, property, and procurement that impact on all areas of the Agency. Program activities unique to one area of the Agency are also being examined. Reviews of these crosscutting and unique programs are planned to ensure that management controls are in place and functioning as expected. Reviews will be conducted by the program areas, the Internal Control Staff, and/or by representatives from both areas working together. Information obtained from the reviews will be analyzed by the Internal Control Staff and program representative and reported to senior management.

Management controls are critical to ensure that organizational missions are being met through effective and efficient means and that resources are protected from fraud, waste, abuse, and mismanagement. The Internal Control Staff monitors corrective actions for management weaknesses. Examples of material weaknesses include violations of statutory or regulatory requirements, and significant impairment to the

fulfillment of the Department or organization mission

Information from the reviews will serve as the basis for developing the annual report that is sent from the Administrator and Under Secretary for Food Safety to the Office of the Chief Financial Officer. The report provides formal assurance that management controls are in place, that they have been examined, and that we understand the risks inherent in our program operations. The reports from each Departmental mission area will become the basis for the Secretary's annual memorandum to the President and Congress on the status and reasonableness of the Department's efforts to achieve its objectives.

More information about the Internal Control Staff can be found by accessing the Office of Management web page at: <http://www.fsis.usda.gov/om/adsserv/htm> or by calling 202- 720-5959.

ISSUANCES

Recent Agency Issuances

by Mary Wissman
Administrative Services Division
Telephone: 301-504-4233

The following notices and directives have been issued since the April 1999 edition of The Service Beacon. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendsk and from the "Agency Issuances" public folder in the Exchange mail system (Outlook).

Notice 9-99 (4/1/99)
Coordinating Reasonable Accommodations for Disabled Employees

Notice 10-99 (4/9/99)
HACCP-Based Inspection Models Project; Lines of Communication

Notice 11-99 (4/9/99)
The Third Salmonella Sample Set

Notice 12-99 (4/12/99)
1999 Open Season for Federal
Employees' Group Life Insurance
(FEGLI) Program

Directive 3800.1 (3/30/99)
Temporary Duty Travel Within
CONUS, Revision 2, Amendment 8

Directive 4550.2 (4/8/99)
Garnishment of Wages for Child
Support, Alimony, and Commercial
Debt, Revision 3

Directives and notices are
distributed automatically to
applicable Agency employees and
offices. Additional copies are
available from:

USDA, FSIS, ASD, P&DS
Maildrop 5241
5601 Sunnyside Avenue
Beltsville, MD 20705-5241

Tel: 301-504-4242
Fax: 301-504-4277

PROCUREMENT

Contract Milestones

by Tawana Nathan
Administrative Services Division
Telephone: 301-504-3996

We are often asked, "How long does it take to award a contract?" To assist you in planning your procurement requirements, listed are milestones and the estimated dates for completing the milestones.

This example is shown for procurement actions with an estimated value over \$25,000 for full and open competitive procurements being advertised in the Commerce Business Daily (CBD).

Attachment 3 to this edition of the Beacon provides a summary of the major contract milestones and an

estimate of the amount of time it takes to complete each one.

Remember! Each contract is on a case by case basis. This is an estimated lead time. If advisory and assistance approval, legal review, or other approvals are not required it could reduce the procurement time. Other factors to consider is program support in completing the procurement process. As always, the Acquisitions and Agreements Section is available to answer any questions you may have regarding your procurement needs.

To comment on this newsletter or to submit an article for publication, please contact:

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The current and past editions of *The Service Beacon* are available electronically on the FSIS OpenDesk and Exchange mail systems as well as on the FSIS Website at: www.fsis.usda.gov/om/beacon.htm

ATTACHMENT 1




United States
Department of
Agriculture

Food Safety
and Inspection
Service

To: Deputy Administrators

DEC 14 1998

From: 
Tom Billy
Administrator
Food Safety and Inspection Service

Subject: Performance Management

Early this year you received a briefing on the Performance Management Work Group's (PMWG) findings and recommendations to improve the Agency's performance appraisal system. These were also distributed to you in a detailed report.

I have reviewed the PMWG report and fully support its recommendations. The report is significant, in that it identifies what is working well in our current system, recommends improvements in areas that need attention, and identifies changes in the performance management process to make it more user friendly. Human Resources Division is already at work on actions to implement the recommendations and will be sending you an update shortly on actions underway and future plans.

You may recall that accountability in implementing and managing the performance appraisal system was identified in the PMWG report as an area that needs improvement. I know you will agree we can do more to enhance the effectiveness of this important management system so that it will do what it is designed to do, optimize individual and organizational performance.

I would like to take a moment to convey my expectations in meeting the requirements outlined in the Agency's Performance Evaluation Plan. Setting clear performance expectations in standards at the beginning of the appraisal cycle, providing feedback by way of progress reviews, and rating employees in a timely manner based on their ability to meet these expectations, are key to the effectiveness of the performance appraisal process and to the achievement of Agency goals. Meaningful two-way communication between the supervisor and the employee during these times is the common thread that ties the process together and is fundamental to its success.

The opportunity to sit down with your employees and discuss performance and its relevance to the achievement of organizational goals is an opportunity that should not be missed. The process should be a positive and productive experience for you and your employees and serve to enhance communication and teamwork within your organizations.

In order for the system to work at its best, you and your subordinate managers and supervisors must take the lead in assuring the performance appraisal system is implemented and managed as outlined in FSIS Directive 4430.1, Revision 3, Performance Evaluation Plan. I am asking each of you to make a conscious effort to improve the effectiveness of the performance appraisal system by making performance management a priority in your organizations. Not because you are required to perform this function by law, but because it is the right thing to do. It is the right thing for employees and the right thing for FSIS.

ATTACHMENT 2

**FSIS FIELD SUPPLY SYSTEM AT THE
LANDOVER SERVICE CENTER**

ADDENDUM - May 1999

NEW FORMS & SPECIALTY ITEMS - (GREEN SECTION OF CATALOG)

| ITEM NUMBER | DESCRIPTION | UNIT OF ISSUE |
|--------------------|-------------------------------------------------------------------|--------------------------|
| CFPDC-1 | FORMS FOR ORDERING ITEMS FROM THE LANDOVER SERVICE CENTER | PKG50 |
| CFPDC-1A | CONTINUATION SHEET FOR ORDER FORM | PKG50 |
| SF-71 | LEAVE SLIP | PKG100 |
| FSIS-CAT-001 | CURRENT EDITION OF LANDOVER FIELD SUPPLY CATALOG | EA |
| FSIS-04HDECAL | DECAL FOR HARD-HAT HELMET | EA |
| FSIS-12FMLG | LARGE FOAM EAR PLUGS W/CORD (ORANGE) | |
| FSIS-55 | INSTANT COLD PACK | EA |
| FSIS-56 | MOISTURE RESISTANT GOVERNMENT LOCK | EA |
| FSIS-57 | ANTI-FOG EYEGLASS WIPES - BOX OF 100 WIPES | BX |
| FSIS-58 | PANT GATORS | EA |
| FSIS-59 | FEDERAL EXPRESS AIRBILLS - DES MOINES FINANCIAL PROCESSING CENTER | EA |
| FSIS-61 | LIGHT-WEIGHT HARD HAT HELMET | EA |
| FSIS 2500-4 | SMOKING CESSATION PROGRAM APPLICATION FORM | EA |
| FSIS 6510-10 | NU-TECH INSPECTION SYSTEM PRESENTATION LOG (12/97) | EA |

DISCONTINUED ITEMS

| | |
|-------------|------------------------------------------------------------|
| FSIS-45 | DUST MASK (MUST ORDER THROUGH SAFETY SPECIALIST) |
| FSIS 4335-5 | MERIT PROMOTION INTEREST STATEMENT FOR RECURRING VACANCIES |

NEW SUPPLY ITEMS - (ORANGE SECTION OF CATALOG)

| ITEM # | DESCRIPTION | UNIT OF ISSUE |
|---------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 2143 | COMPLIANCE CASE FOLDERS - 2 PIECE RED PRESSBOARD, BROWN CLOTH HINGE & METAL SLIDE FASTENERS (TOP), 8 1/2" x 11", 3" CAPACITY | BOX25 |
| 5105 | SUPER DISK - FOR USE ONLY WITH 120 MB DRIVE | EA |
| 7382 | ULTRA FINE POINT, PEN STYLE, PERMANENT INK MARKER, IDEAL FOR MARKING PETRI DISHES, BLACK | DZ |
| 16501 | FINE POINT, PEN STYLE, PERMANENT INK MARKER, IDEAL FOR MARKING PETRI DISHES, BLACK | DZ |
| 9240 | 3 HOLE PUNCH, ADJUSTABLE, MOVABLE PAPER GUIDE | EA |
| 30481 | WHITE BOARD MARKERS - DRY ERASE MARKERS, TUBE STYLE, BLACK, GREEN, BLUE, & RED. SET INCLUDES ONE OF EACH | SET |

UNIT OF ISSUE CHANGES

| ITEM # | UNIT OF ISSUE IN CATALOG | ACTUAL UNIT OF ISSUE |
|---------------|-----------------------------|-------------------------|
| FSIS 2450-5 | EA | PKG 100 |
| FSIS 2630-12 | HD | EA |
| FSIS 4430-5 | PKG100 | EA |
| FSIS 4430-6 | PKG100 | EA |
| FSIS 4732-1 | PKG200 | PKG100 |
| FSIS 5610-1 | PKG25 | EA |
| FSIS 7310-3 | PKG50 | EA |
| FSIS 8000-12 | ROLL | PKG50 |
| FSIS 8140-2 | EA | BK |
| FSIS 8810-1.1 | PD100 | PKG25 |
| FSIS 8810-1.2 | PD100 | PKG25 |
| FSIS 8810-1.3 | PD100 | PKG25 |
| FSIS 9060-7 | PKG100 | EA |
| FSIS 9060-10 | PKG50 | EA |
| FSIS 9220-4 | PKG50 | EA |
| FSIS 9220-7 | PKG50 | EA |
| FSIS 9770-3 | EA | PAD100 |
| FSIS 10,210-1 | PD50 | EA |
| FSIS 10,300-1 | EA | PKG25 |
| MP-455 | PKG25 | EA |
| MP-490 | PKG25 | EA |
| AD-112 | PKG25 | PKG50 |
| AD-202 | PKG25 | PKG50 |
| AD-616 | PAD50 | PKG50 |
| AD-617 | PAD50 | PKG50 |
| CA-16 | EA | PKG100 |
| CA-20A | PKG100 | PKG50 |
| CA-35B | PAD100 | PKG25 |

ATTACHMENT 3

Milestones in the Contracting Process

| <u>Milestone</u> | <u>Estimated Working Time</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 1. Funding Document | Upon approval of AD-700 |
| a. AD-700 authorizing funds with Budget's approval, signature, management code, Statement of Work, and justification | |
| 2. Advance Acquisition Plan (All procurements over \$25,000, if not there it must be amended after Deputy Administrator's approval) | Check to verify that it is there |
| 3. Approvals: | |
| a. Advisory and Assistance, if required Definition: (1) Management and professional support services; (2) Studies, analyses, and evaluations; and (3) Engineering and technical services. <i>Examples:</i> consulting services, opinion survey (or other survey of groups, TQM or reinvention/reengineering services, facilitator services, financial services, and training services. | 3 to 4 Weeks for approval |
| b. Other approvals needed as determined | 3 to 5 days |
| 4. Market | 1 to 2 days |
| 5. Determine method of procurement | Within a day |
| 6. Determine type of contract | Within a day |
| 7. Advertise in the CBD of the proposed procurement | 15 days (cannot mail solicitation before the 15-day notification) |
| 8. Draft/Finalize contract solicitation document | 3 to 5 days |
| 9. Program review & approval of final solicitation document | 1 to 3 days |
| 10. Legal Review of final approved solicitation document for procurements over \$500K | 7 days |
| 11. Mail solicitation | Minimum 15 days after CBD Notice appears |
| 12. Proposals Due | 30 days after mailed |
| 13. Technical Review Board (TRB) review of proposals | 1 to 2 Weeks (estimated, depends on how many proposals are received and the TRB) |
| 14. Review TRB recommendations for award (clarifications, discussions) | 5 to 10 days |
| 15. Award Contract | |